

## INFORMATION PAPER

1. **PURPOSE.** To inform all soldiers about Special Leave Accrual (SLA).
2. **DEFINITION.** SLA is a program that was developed to assist soldiers who were unable to take leave because of operational requirements. Soldiers who were deployed to a contingency operation, such as Operation Joint Endeavor/Forge, or who are supporting the operation, may be eligible to carry forward leave that they would normally lose. Under the provisions of AR 600-8-10 (Leaves and Passes), soldiers may apply through the chain of command (See Annex A for sample memorandum or chapter 3, figure 3-1), and if approved, have the lost leave returned to their leave balances. This program allows soldiers with approved SLA to carry forward up to 90 days of accrued leave into the next fiscal year. Any leave beyond 90 days is lost.
3. What are the different types of SLA?
  - a. Category I applies to soldiers who served in an area qualifying for Hostile Fire Pay (HFP) or Imminent Danger Pay (IDP) for at least 120 continuous days during the fiscal year. Soldiers are allowed to take rest and recuperation leave during the 120 days and still qualify under Category I.
  - b. Category II applies to soldiers who served in an area entitling them to HFP or IDP for less than 120 continuous days, or who were deployed for any length of time in a non-HFP or IDP area (e.g. Hungary).
  - c. Category III applies to soldiers who did not deploy, but were unable to take all leave in excess of 60 days due to support of an operation during the fiscal year.

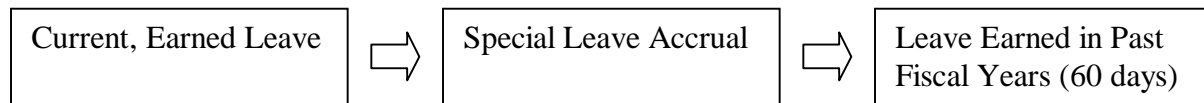
**NOTE:** Up to twenty days of SLA were authorized for all soldiers as a result of the 11 September 01 attack on the United States.

4. How long is SLA good for?
  - a. Soldiers deployed to an area qualifying for HFP/IDP or have approved SLA for 11 September 01 have up to 3 fiscal years to use it.
  - b. All other soldiers must use the SLA within one fiscal year of approval.
5. How do I apply for SLA if I qualify?
  - a. Soldiers must use their chain of command to request approval for SLA. Units cannot submit requests for SLA until receipt of the October Leave and Earnings Statement (LES). All SLA requests must be submitted by your PAC to finance and must be based on the information in the leave lost block on the October LES.
  - b. The following examples do not qualify for SLA: Permanent Change of Station (PCS); Temporary Duty (TDY); Permissive TDY; hospitalization; assignment, detail or TDY to special duties or projects, study groups, or similar projects; participation in scheduled training exercises; and participation in sporting activities.

6. How is leave charged: SLA vs. Ordinary?

a. All leave is charged using a Last in, First Out (LIFO) method. This means that the most current days of leave earned will be used prior to any other leave, to include SLA.

**Order for Charging Leave**



b. **Example 1** - The soldier was granted 20 days SLA for the 11 Sep 01 attack. Below is an example which shows the impact of taking leave at various times of the year using the LIFO method. You can also see how much ordinary leave and SLA will be lost if you do not plan your leave in advance.

SLA Computation	Leave taken from 1-30 Oct 01	Leave taken from 1-30 Mar 02	Leave taken from 1-30 Sep 02
<b>LV Balance as of 1 Oct 01 (60 days + 20 days SLA):</b>	80	80	80
<b>Leave Taken:</b>	30	30	30
<b>Leave Charged:</b>			
- Current, Earned LV as of date leave was taken	2.5	15	30
- SLA	20	15	0
- LV Earned in Past Fiscal Years	7.5	0	0
<b>LV Earned Remainder of FY:</b>	27.5	15	0
<b>LV Balance 30 Sep 02:</b>	80	80	80
<b>Leave Balance 1 Oct 02:</b>	<b>60</b>	<b>65</b>	<b>80</b>
- SLA	0	5	20
- LV Earned in Past Fiscal Years	60	60	60
<b>Leave Lost:</b>	<b>20</b>	<b>15</b>	<b>0</b>

**\*Note - Once SLA is used, it is no longer available to be carried forward into the next fiscal year. In the example above, by taking leave early in the fiscal year before earning current leave, the soldier used up his SLA. By waiting until later in the fiscal year, the soldier was able to save his SLA until the next fiscal year.**

**Example 2** - The soldier was deployed for 12 months in the Balkans, and therefore approved for 30 days of SLA.

<b>SLA Computation</b>	<b>Leave taken from 1-30 Oct 01</b>	<b>Leave taken from 1-30 Mar 02</b>	<b>Leave taken from 1-30 Sep 02</b>
<b>LV Balance as of 1 Oct 01 (60 days + 30 days SLA):</b>	90	90	90
<b>Leave Taken:</b>	30	30	30
<b>Leave Charged:</b>			
- Current, Earned Leave as of date leave was taken	2.5	15	30
- SLA	27.5	15	0
- LV Earned in Past Fiscal Years	0	0	0
<b>LV Earned Remainder of FY:</b>	27.5	15	0
<b>LV Balance 30 Sep 02:</b>	90	90	90
<b>Leave Balance 1 Oct 02:</b>	<b>62.5</b>	<b>75</b>	<b>90</b>
- SLA	2.5	15	30
- Leave Earned if Past Fiscal Years	60	60	60
<b>Leave Lost:</b>	<b>27.5</b>	<b>15</b>	<b>0</b>

**\* Note** - Once again the above example shows that when leave is taken at the beginning of the fiscal year before new current leave is earned, the soldier risks losing his SLA. A soldier in the same situation as Example 1 and 2 has up to 3 fiscal years to use his SLA. However, all soldiers' leave balance will automatically reset to 60 days at the start of the next fiscal year. If the soldier already had approved SLA for falling into Category I or II or for the SLA approved for 11 September, he should go to his local finance detachment to correct his leave balance to reflect the previously approved SLA.

Prepared By:

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 ADA L. RAMIREZ, CPT, FC  
 DSN 322-9628/ CIV 06181-889628

**ANNEX A**  
**SAMPLE OF A SPECIAL LEAVE ACCRUAL REQUEST**

*(Letterhead)*

*(Office Symbol) (MARKS)*

*(Date)*

MEMORANDUM THRU Commander, FORSCOM, ATTN: XXXX-XX,  
Fort McPherson, GA 30330-6000

FOR Commander, PERSCOM, ATTN: TAPC-PDO, ALEX VA 22333-0474

SUBJECT: Special Leave Accrual - *(Rank) (First, Middle, Last name), (Social Security Number)*

1. Request special leave accrual is approved for *(Rank) (Name)*. The following information is provided for consideration:

- a. Command was notified of deployment requirement *(Date)*.
- b. The requirement was directed by (example: JCS).
- c. Unclassified name of the requirement is (name - example: SILVER HAWK).
- d. Unclassified information concerning the nature of the requirement follows:

(1) A classified contingency requirement developed due to the need to defend national security.

(2) Nature of the requirement includes a deployment to *(Location)* for the purpose of ( ).

- e. The soldier was notified of the requirement on *(Date)*.
- f. The soldier deployed *(Date)* and returned from the deployment on *(Date)*.
- g. My annual leave program aggressively supports the use of 30 days leave each year.
- h. Soldier was able to take leave on ( ) and other occasions during the fiscal year.
- i. Soldier had taken *(Number)* days leave prior to notification of the deployment. Soldier was scheduled to take an additional *(Number)* days of leave beginning *(Date)*.
- j. The soldier took (Number) days leave after notification of deployment, but was precluded from taking any more leave before deployment because ( ).
- k. The soldier was precluded from taking leave during the deployment because ( ).

- (1) The soldier lost (*Number*) days leave at the end of the fiscal year.
- (2) Point of contact is (*Name*), DSN (*Number*).

*(Signature block of  
commander or authorized  
designee)*